

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF NON-CRIMINAL	)	ADMINISTRATIVE ORDER
CASE TRANSFERS / REASSIGNMENTS	)	NO. 2006-045
_____	)	

WHEREAS, the Clerk of Superior Court and the Court are jointly moving toward reliance on an electronic court record, thereby reducing the volume of paper documents to be handled and processed, and

WHEREAS, the Court in its recent design of the Northwest and Northeast regional facilities saw the opportunity, based on the plan for an electronic court record, to utilize space for needs other than the traditional file room, with the result that official hard copy files are stored exclusively at the Customer Service Center in Downtown Phoenix<sup>1</sup> and at the Southeast Adult Facility<sup>2</sup>, and

WHEREAS, it is necessary for the efficient processing of large volumes of paper documents to change the assigned case number to match the facility assignment to ensure that paper documents are quickly routed to the correct facility, and

WHEREAS, case transfers and reassignments between the Customer Service Center and the Southeast Facility are now the only transfers and reassignments that will continue to impact the actual file storage location for hard copy files and paper documents, accordingly,

IT IS ORDERED that when a case is ordered transferred, or reassigned, the only time the original case number will be changed to reflect the facility location of the new assignment is when the case is transferred or reassigned **TO** the Southeast facility or **FROM** the Southeast facility.

DATED this 14<sup>th</sup> day of April, 2006.

\_\_\_\_\_  
Barbara Rodriguez Mundell  
Presiding Judge

<sup>1</sup> The customer service center houses files for downtown Phoenix, Northwest, Northeast and Southeast overflow.

<sup>2</sup> Southeast Adult Facility houses its active files.

Original: Clerk of the Superior Court

Copies: Hon. Margaret Downie, Associate Presiding Judge  
Hon. Eddward Ballinger, Northeast Regional Presiding Judge  
Hon. Colleen McNally, Northwest Regional Presiding Judge  
Hon. Silvia Arellano, Southeast Regional Presiding Judge  
Hon. Anna Baca, Civil Presiding Judge  
Hon. James Keppel, Criminal Presiding Judge  
Hon. Norman Davis, Family Court Presiding Judge  
Hon. Emmet J. Ronan, Juvenile Presiding Judge  
Hon. Karen O'Connor, Probate/Mental Health Presiding Judge  
Hon. Michael K. Jeanes, Clerk of Superior Court  
Marcus Reinkensmeyer, Judicial Branch Administrator